



**Islamic Republic Of Afghanistan  
Kabul Municipality**



# **SEXUAL HARASSMENT POLICY HUMAN RESOURCES DEPARTMENT**

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Signature: \_\_\_\_\_



# Islamic Republic Of Afghanistan

## Kabul Municipality



### 1. Purpose and Objective:

Sexual harassment can be a significant problem in any workplace, particularly for women. It is an illegal, discriminatory, and anti-Islamic practice. The City of Kabul promotes a work environment free of actions or behaviors which are illegal and/or which contribute to interpersonal conflicts, poor morale or poor performance in the workplace. Further, the City condemns any such conduct and affirms that it will take appropriate action to eliminate such offensive conduct from the workplace.

### 2. Scope:

This policy applies to all staff of Kabul Municipality.

### 3. Policy:

**3.1 General Policy Statement.** The City of Kabul is dedicated to providing high quality, efficient delivery of municipal government services to our citizens and customers. Sexual harassment negatively affects morale, motivation, and job performance. It can affect an individual's self-image and perception of personal safety. Work-related results may include increased absenteeism, turnover, inefficiency, and loss of productivity. It is inappropriate, offensive, illegal, and anti-Islamic and it will not be tolerated in this organization.

**3.2 Definition of Sexual Harassment.** "Sexual Harassment" is any unwelcome sexual advance, request for sexual favors, and/or other verbal or physical conduct or behavior of a sexual nature which is deliberate or repeated or which:

- is part of a decision to hire or fire;
- is used to make decisions regarding wages, promotions, or job assignments;
- interferes with an employee's work performance; or
- creates an intimidating, hostile, or offensive work environment.

Examples of sexual harassment include, but are not limited to:

- sexual innuendo
- suggestive comments
- insults
- humor and jokes about sex or gender-specific traits
- slang names or labels that others find offensive
- talking about or calling attention to another employee's body or dress
- threats
- suggestive or insulting sounds
- leering
- whistling
- obscene gestures
- touching
- pinching
- brushing the body



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- coerced sexual intercourse
- assault
- Continuing unwanted attention after a co-worker has objected to that behavior
- Displaying nude or sexual pictures, cartoons or calendars on any City property
- Laughing at, ignoring, or not taking seriously an employee who experiences harassment
- Blaming the victim of harassment for causing the problem

Sexual harassment by an on-duty employee toward another employee, by an on-duty employee toward a non-employee (while in the transaction of City business) such as City customers, volunteers, or vendors while involved in a legitimate business transaction is covered by and subject to enforcement under this policy. An on-duty employee's conduct of a sexual nature that is observed by, and offensive to, and other employee, many also constitute sexual harassment.

Sexual harassment toward an on-duty employee by a nonemployee such as City customers, volunteers, or vendors should be reported to the supervisor or Director General. The City will take appropriate action to protect its employees from sexual harassment by non-employees.

Sexual harassment does not refer to occasional compliments of a socially acceptable nature. Instead, it refers to behavior that is not welcome, that is personally offensive, that lowers morale, and that therefore interferes with productivity. Conduct or actions that arise out of a personal or social relationship and that are not intended to have a discriminatory effect on employment may not be viewed as harassment.

#### **4. Procedures:**

**4.1 Employee Procedure.** The City will take an affirmative role in protecting its employees and customers from sexual harassment. Should an instance of inappropriate behavior occur, the offended employee should bring his or her concerns to the attention of management. This includes employees who think they are the recipient of harassment, as well as those who believe they have witnessed another employee being harassed.

If you believe you are being harassed or you have witnessed harassment, take action immediately:

1. Identify the offensive behavior to the harasser, if appropriate, and request that it stop; and
2. Employees must discuss their concern as soon as possible with a non-involved supervisor, Director General, or Deputy Mayor; and
3. Participate in the investigation about the offensive behavior. Although the City cannot assure confidentiality of employees who report incidents of inappropriate conduct, every effort will be made to protect the rights and feelings of all parties concerned.
4. If for any reason you are uncomfortable or do not wish to follow steps 1 or 2 above, contact the City's Female Staff Representative Council.



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**4.2 Organizational Procedures.** When a supervisor or Director General is notified of alleged harassment, s/he will promptly advise the relevant Deputy Mayor. The Deputy Mayor will decide the appropriate level of the investigation for the complaint. The investigation may include interviews with the directly-involved parties, and where necessary, employees who may have observed the alleged harassment or who may also be recipients of harassment, and who may be able to share information about their experiences with the accused employee.

**4.3 Prohibition Against Retaliation.** No employee will be retaliated against in any way for complaining of harassment. The rights of all parties must be protected, and depending upon the case, the accused may have rights to information regarding the case.

**4.4 Malicious Complaints.** Complaints of sexual harassment that are found, following investigation, to be contrived or willfully intended to cause harm to the accused person are a violation of this policy, and the complainant is subject to disciplinary action.

### 5. Consequences of Violations

Complaints of sexual harassment will be investigated promptly. Following investigation, the complainant and the accused will be notified of whether harassment was found to have occurred. An employee who is found to have harassed another employee will be disciplined according to the “*Disciplinary Policy of Kabul Municipality*.”

### 6. Policy Evaluation

This policy should be regularly evaluated to ensure it is enabling and effectively moving Kabul Municipality towards its sustainability goal.

### 7. Policy Enforcement

The contents of this policy are enforceable after His Excellency the Mayor’s approval.